

OFFICE OF THE MANAGING DIRECTOR
ADARSHA VIDYALAYA SANGATHAN, ASSAM
O/o Directorate of Technical Education, Assam, Kahilipara, Guwahati-781019

No. AVS/RSO/2022/01/398

Dated 27th December 2022

NOTICE

Online applications are invited from intending candidates who are the permanent residents of Assam to fill up different positions of manpower in the State Office of Adarsha Vidyalaya Sangathan **on purely contractual basis initially for 11 (Eleven) months**. The maximum upper age limit of the applicant shall not exceed 40 years as on 1st January 2022. In-service applicants need to apply through proper channel. The online application form is available in the website **www.dte.assam.gov.in**

The online application shall be accompanied by a fee of Rs.250.00 (Rupees Two Hundred Fifty) only for positions at Sl.No. 1, 2, 3 & 4 and Rs.200.00 (Rupees Two Hundred) only for position at Sl.No.5 as in the table below. The applicable fees shall be payable only through the payment gateway available in the aforementioned website. The fee once remitted shall not be refunded.

Opening of online application: 4th January, 2023

Last date of submission of application: 20th January, 2023

Applications received after the last date shall **not** be entertained.

Sl.	Post Category	Required minimum Qualification	Required Experience	No. of Positions	Pay Structure
1	Accountant	<ul style="list-style-type: none">M.Com. from a recognized University with minimum of 55% marks or equivalent Grade.Computer Certificate/ Diploma of minimum 6 (six) months duration with good knowledge of Tally software.	<ul style="list-style-type: none">Minimum 3 years of relevant post qualification working experience in budgeting, Accounting, financial management for large scale programmes/ projects etc in reputed institutions/organizationsPreference shall be given to applicants having:<ul style="list-style-type: none">Experience of working in Government programmes or externally aided projects.Knowledge of Government Accounting, Income Tax, GST & other Taxations.	1 (One)	Rs.14,000/-to 49,000/- Plus Rs. 7400/- Grade Pay and other allowances as admissible
2	Computer Operator	<ul style="list-style-type: none">BCA / B.Sc.(IT) / B.Tech.(IT) or equivalent degree from a recognized University/Institution with minimum of 60% marks or equivalent Grade.	<ul style="list-style-type: none">Minimum 3 years of post qualification experience in IT domain specially in preparing IT strategy/e-governance/ rolling IT implementation/ MIS, Data Analytics.Preference shall be given to applicants having<ul style="list-style-type: none">Experience in procurement of IT equipment.	1 (One)	Rs.14,000/-to 49,000/- Plus Rs. 6200/- Grade Pay and other allowances as admissible

Sl.	Post Category	Required minimum Qualification	Required Experience	No. of Positions	Pay Structure
3	Junior Administrative Assistant (Accounts)	<ul style="list-style-type: none"> Graduate in Commerce from a recognized Institute or University with minimum of 55% marks or equivalent Grade. Computer Certificate/ Diploma of minimum 6 (six) months duration with good knowledge of Tally software. 	<ul style="list-style-type: none"> Minimum 2 years of relevant post qualification experience in budgeting/financial management/accounts and audit, in the Government or the corporate sector. Preference shall be given to applicants: <ul style="list-style-type: none"> Working in similar capacity in Government projects/PSU/Externally aided projects. Having experience of working with Tally software. Having knowledge of Government Accounting, Income Tax, GST & other Taxations. 	1 (One)	Rs. 14,000/-to 49,000/- Plus Rs. 5600/- Grade Pay and other allowances as admissible .
4	Junior Administrative Assistant	<ul style="list-style-type: none"> Graduate in any stream from a recognized Institute or university with minimum of 55% marks or equivalent Grade. Computer Certificate/ Diploma of minimum 6 (six) months duration with good knowledge of MS-Office, Internet, e-mail etc. 	<ul style="list-style-type: none"> Minimum 2 years of relevant post qualification experience in the Government or the Corporate Sector in Office Administration/ File Management/ Office Correspondence. 	1 (One)	Rs. 14,000/-to 49,000/- Plus Rs. 5600/- Grade Pay and other allowances as admissible .
5	Grade-IV Staff	<ul style="list-style-type: none"> HSLC or equivalent examination passed with minimum 45 % marks (Maximum Qualification Higher Secondary pass) in any stream from a recognized Institute/Board. 	Preference shall be given to applicants having experience in Government/Private sector	2 (Two)	Rs. 12,000/-to 37,000/- Plus Rs. 3900/- Grade Pay and other allowances as admissible .
Total Positions				6 (Six)	

Note: All required qualification and required experience of the applicants must be supported with relevant self-attested certificates/documents.

Selection procedure:

- i. The initial screening of applicants shall be based on requisite qualification and experience. Valid experience certificate(s) as applicable (given by the employer) must be uploaded along with application.
- ii. Incomplete and improper applications, without application fee/without valid supporting documents shall summarily be rejected.
- iii. A list of candidates shall be prepared on the basis of screening of uploaded documents/certificates and such candidates shall be called for a written test, the mode of which shall be notified in due course of time.
- iv. After the Written test, the list of qualified candidates fulfilling the 'Cut-Off' score (to be based on the general performance of the written test) shall be prepared and be called for Proficiency Test for the positions at Sl.No.1,2,3, & 4 and Aptitude Test for position at Sl.No.5 of the table above.
- v. **The candidates qualifying in the** Proficiency Test/Aptitude Test shall be called for **physical verification of original documents/certificates**. Applicants failing to produce original documents or supporting documents as required shall not be considered. Applicants absent on day of document verification as scheduled shall be rejected.
- vi. After the process of verification of original/supporting documents, the **Merit List** of candidates shall be prepared on the basis of the total marks obtained by the candidates in the Written Test and Proficiency Test/Aptitude Test.
- vii. The final list of selected candidates based on merit shall be uploaded in the website: www.dte.assam.gov.in and also shall be intimated to the selected candidates through email.

No TA/DA will be provided to the candidates for appearing in the Written test/proficiency test/Aptitude test/document verification.

Sd/-
Managing Director
Adarsha Vidyalaya Sangathan, Assam
Kahilipara, Guwahati-781019